

OUTSIDE SALES REPRESENTATIVE (CABINETS)

SUMMARY

Responsible for the effective, efficient and professional selling, promoting and advising for all cabinetry products and for the development of new sales outlets.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- * Maintains a sales volume as determined by individualized sales plan.
- * Effectively and profitably prospects for customers eligible for kitchen and bath products, primarily cabinets & tops
- * Maintains knowledge of company products as well as competitor's products.
- * Accurately performs take-offs from prints or from job site visit.
- * Reviews and advises of any concerns with products or installation of such.
- * Precisely prepares cabinet layouts, instructions and reviews thoroughly with customer and builder prior to construction.
- * Places order for cabinet tops properly to eliminate errors.
- * Coordinates delivery of products to job site. Confirms jobsite is ready to accept/store cabinets.
- * Assures follow-up relating to products is conducted.
- * Processes paperwork associated with defects, back orders, etc.
- * Participates in the training and onboarding of new team members.
- * Responsible for the maintenance of positive relations with co-workers, customers, vendors, etc.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Excellent communication and listening skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

OTHER QUALIFICATIONS

- * General knowledge of kitchen and bathroom cabinets and countertops.
- * Knowledge of computer aided design is preferred.
- * Detail oriented and organized.
- * Sense of urgency to meet customer needs and deadlines.
- * Ability to function at a high level of effectiveness, flexibility, independence, and initiative.